

## DEPARTMENT OF BENEFIT PAYMENTS

744 "P" Street, Sacramento, CA 95814



March 31, 1975

ALL-COUNTY LETTER NO. 75-74

TO: ALL COUNTY WELFARE DIRECTORS  
WELFARE FISCAL SUPERVISORS  
COUNTY AUDITORS  
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: TIME STUDY INSTRUCTIONS  
NON-ASSISTANCE FOOD STAMP PROGRAM  
REFERENCE:

It has been brought to our attention that eligibility workers have been incorrectly charging time to the Non-Assistance Food Stamp (NAFS) Quality Control Program on the DFA 43, County Employee Eligibility Time Study. These time study errors appear to be confined to NAFS certification workers.

In several instances, NAFS eligibility workers performing certification procedures have inappropriately charged time to Line I, NAFS Quality Control, rather than to Line H, Non-Assistance Food Stamps. In the past, Food and Nutrition Services, USDA, has deferred payment on the reimbursement claims until these time study errors were explained.

We are requesting that all counties make a special effort to insure that future time studies are accurate. Only those eligibility workers performing Quality Control functions are to charge time on Line I. Eligibility workers processing applications, certifications, and recertifications for the NAFS Program are to charge time only to Line H. Please reemphasize these time study procedures to the appropriate staff prior to the May, 1975, time study month.

If you have any questions regarding this matter, contact Bobi Gould or Dick Lowry at 916/445-7046.

Sincerely,

for WILLIAM J. KURTZ  
Deputy Director

cc: CWDA  
FNS-USDA

**OBSOLETE**

Superseded by

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